

Charity Registration Number: 1104903 (England & Wales)

Company Registration Number: 05114575

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**TOOLS WITH A MISSION**  
**(A Company Limited by Guarantee)**

**ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

**ENSORS ACCOUNTANTS LLP**

Connexions  
159 Princes Street  
Ipswich  
IP1 1QJ

# TOOLS WITH A MISSION

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# TOOLS WITH A MISSION

## LEGAL AND ADMINISTRATIVE INFORMATION

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### **Legal structure**

The Charity is a company limited by guarantee incorporated in England and Wales.

### **Trustees/Directors**

Mr A Bowdler  
Mr S Danks  
Mr T Elliot  
Mr D Ginns (resigned 9 October 2021)  
Mr K Holburn  
Rev C Mukanga  
Mr B Orchard (Company Secretary)  
Mrs P Parker

### **CEO**

Mr M Griffin

### **Company registration number**

05114575

### **Charity registration number**

1104903 (England & Wales)

### **Registered office**

Unit 2 Bailey Close  
Hadleigh Road Industrial Estate  
Ipswich  
Suffolk  
IP2 0UD

### **Independent Auditor**

Helen Rumsey FCA  
Ensors Accountants LLP  
Connexions  
159 Princes Street  
Ipswich  
Suffolk  
IP1 1QJ

### **Bankers**

Barclays  
1 Princes Street  
Ipswich  
Suffolk  
IP1 1PB

# TOOLS WITH A MISSION

## THE REPORT OF THE TRUSTEES

### FOR THE YEAR ENDED 31 OCTOBER 2021

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The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 October 2021. These have been prepared in accordance with the provisions of the Charities SORP (FRS 102) the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. When setting objectives, developing strategies and undertaking activities, the Trustees have given careful consideration to the guidance on public benefit provided by the Charity Commission for England and Wales.

The information on page 1 forms part of this report.

Throughout this report, the term "Trustees" is used to denote the directors of the company.

#### **1. Objectives**

##### **1.1 Aims and objectives of the charity**

The principal activity of Tools with a Mission (TWAM) is to give practical expression to the Christian faith by the provision of tools and equipment to community-based projects, training workshops and trainees. The Charity collects donated usable tools, refurbishes them, sorts into trade kits and sends them to the developing world for livelihood creation. In this way, it aims to alleviate poverty within communities affected by lack of education and employment. We work with churches, community groups and NGO's to develop skills training centres providing vulnerable people of all ages with practical skills that lead to employment and the alleviation of the effects of poverty.

##### **1.2 The 2020-2025 Strategic Plan**

During 2021 the CEO and Board of Trustees continued the implementation of the 2020-2025 Strategic Plan. Despite the challenges of working within a global pandemic all the key objectives for 2021 were completed. These included the in-country teams in Zambia and Uganda beginning to process and approve tool applications and the introduction of annual project assessments. Volunteer recruitment campaigns were carried out for the Midlands van and Refurbishment Centre and as a result the current Coventry Centre began opening 5 days a week. 2022 will see TWAM open a second large Refurbishment Centre in the Midlands and much of 2021 was spent researching and sourcing new premises. At time of writing TWAM was in advanced negotiations over a potential building.

Due to Covid restrictions it has not been possible to progress with the opening of the Training and Distribution Centre in Kabwe, Zambia. A delay of at least one year has been agreed with our partner, the United Church of Zambia who own the site.

A fifth van has been placed into the North of England, to support the expansion of the Midlands Centre.

In reviewing these aims and objectives, the Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit.

#### **2. Review of the Year**

The commitment of our wonderful paid and unpaid staff throughout the UK remains our greatest asset and we are most grateful to them for undertaking the multitude of tasks needed to prepare a container ready for shipment and to comply with the ever-increasing compliance requirements being imposed upon us. Without them, a charity of our size could not operate.

##### **Containers and tool kits despatched**

The period 2020-2021 continued to be affected by the global Covid 19 pandemic. TWAM operations were affected but 13 out of the planned 17 containers were despatched to Africa. In 2021 TWAM sent one 40ft container to DR Congo and 20ft containers to Uganda (4), Zambia (7) and Zimbabwe (1).



# TOOLS WITH A MISSION

## THE REPORT OF THE TRUSTEES

### FOR THE YEAR ENDED 31 OCTOBER 2021

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These containers included 9989 toolkits and machines. The key items refurbished and despatched were 2545 Sewing Machines, 347 Haberdashery Boxes, 193 Knitting Machines, 217 Bags of Knitting Machine Wool, 96 Hand Knitting Packs, 437 Carpentry Trade Kits, 177 Carpentry Workshop Kits, 197 Boxes of Drills and Power Tools, 374 Packs of 3 Saws, 771 Computers, 69 Computer Network Kits, 442 Builders Kits, 101 Groundworkers Kits, 170 Agricultural Kits, 248 Motor Mechanics Kits, 108 Mechanics Workshop Kits, 138 Plumbers Kits, 174 Electricians Kits and 102 Welding Machine and accessories kits.

The number of kits sent to each country were 1431 to DR Congo, 3089 to Uganda, 4684 to Zambia and 785 to Zimbabwe.

TWAM supported 341 skills centres, community groups and schools. By country these were 13 in DR Congo, 95 in Uganda, 193 in Zambia and 40 in Zimbabwe.

#### ***TWAM Volunteer team***

TWAM has an amazing volunteer team supporting what we do. Many are retired, but we also work with long term unemployed, ex-military personnel in rehabilitation programmes, ex-offenders and young people with Support Workers. In total we have 72 in our Ipswich Refurbishment Centre team, 8 in our Head office team, 28 in our Coventry Refurbishment Centre team, 13 in our Halstead Refurbishment Centre team, 24 in our Chesterfield, Chichester, and Sutton Coldfield local volunteer collection teams, 38 in our Van driving teams operating 5 vans, 191 Volunteer Tool Collectors, 6 UK based volunteer Country Coordinators and 7 Board of Trustee volunteers. They are supported by 168 Volunteers in Africa.

#### ***Support of independent workshops***

In addition, there are 7 independent volunteer-led workshops based across England and Wales with around 100 volunteers between them. They are Tool Aid Ringwood, Sheffield Tools4Africa, Medway Volunteer Group, Tool Aid Cmyru, Tending Tool Kits for Africa, St John's Kabin in Kenilworth and Men-in-shed Christchurch in Bebington

#### ***Environmental impact***

TWAM has always had its green credentials and sustainability at its heart. We believe a hammer should remain a hammer, so we champion reusing tools rather than recycling them. It takes far less resources to refurbish a tool rather than recycling it and turning it into something else.

Therefore, we're proud that we have been able:

1. To save around 250 tonnes of tools from potentially going to landfill and shipping them to Africa.
2. To save over 100 tonnes of tools not suitable for Africa from potentially going to landfill by selling them for recycling or reuse.
3. To save nearly £1,500,000 by refurbishing and reusing tools, rather than buying them new.

This all amounts to 1,367,173kg of CO2 emissions saved every year.

We believe this all adds up to a superb life-transforming achievement. Thank you for helping to make it all possible!

#### ***Operational impact of the COVID pandemic***

The trustees would like to acknowledge the significant leadership brought by the Chief Executive, Mike Griffin, throughout the period of the COVID pandemic. Government regulation and guidance were in constant flux over many months and, due to Mike's leadership, the organisation interpreted and communicated its response in a most professional and timely manner so that our activities could remain as open as possible, but more importantly, were safe for all involved.

#### ***Annual General Meeting***

The AGM was held in June via Zoom. Those who could not attend were offered a postal vote. We conducted all the formal business.

Despite the pandemic TWAM has had a successful year, which is tangible evidence of the continuing generosity of our supporters. The financial statements show a surplus of £190,000 for the year, which is truly remarkable in the current climate.

The Trustees have agreed to a full audit and are pleased that Ensors have found our accounts to be in good order.

# TOOLS WITH A MISSION

## THE REPORT OF THE TRUSTEES

### FOR THE YEAR ENDED 31 OCTOBER 2021

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#### **3. Governance and Finance**

The Charity is constituted as a Company Limited by Guarantee and is administered by the Trustees under the terms and conditions of its Memorandum and Articles of Association. It is registered with the Charity Commission for England and Wales and with Companies House.

##### **3.1 Governance**

The Charity is administered by the Trustees at their regular meetings. The Trustees meet monthly via Zoom and plan to meet twice in person during 2022. In 2021 one in-person meeting was held. Personnel with specialist knowledge are recruited to or consulted by the Board, as the need arises, to ensure the smooth running and development of the Charity. New Trustees (and those standing for re-election on a three-yearly basis) are elected by the members of the Charity at its AGM. The Secretary maintains an accurate and up to date register of members.

The Chief Executive Officer, who is appointed by the Trustees and is directly responsible to the Chairperson, manages the day-to-day affairs of the Charity. The Treasurer has the responsibility of overseeing the finances of the Charity.

##### **3.2 Finance**

The accounts for the year ended 31 October 2021 show net incoming resources for the year of £190,505 (2020: £95,927). Total fund balances amounted to £811,741 (2020: £621,236).

The Financial Reserve was reviewed during the year and it was decided to leave it at £100,000 total funds on hand at any one time. This is considered to adequately cover all running costs for up to of six months.

During the year to 31 October 2021 a further sum of £70,000 was invested in CCLA Funds on a phased basis. The total value of these investments at the end of the financial year was £98,491 compared to a historical cost of £80,000.

##### **3.3 TWAM Policies**

During the year, the Board agreed a schedule whereby policies are subject to regular review. Such policies include those relating to overall Financial Controls, Money Laundering, Discrimination, Social Media, Health and Safety, Safeguarding, Data Protection and Complaints and Grievances. TWAM has engaged Citation to review its Human Resources policies and to provide legal and personnel advice when required.

TWAM introduced a Global Safeguarding and Global Code of Conduct policy during 2021 to cover the in-country partners and volunteer teams representing TWAM in DR Congo, Uganda, Zambia and Zimbabwe.

The Charity has prepared a Risk Register to identify risks and to enable an assessment of the likelihood of their occurrence and their potential impact. The Trustees have spent considerable time during 2021 reviewing and updating the Risk Assessment Register. This and the accompanying Disaster Management plan are regularly monitored and reviewed by the Board.

#### **4. Operations**

##### **4.1 Staff**

TWAM has six paid staff in the UK: a Chief Executive Officer (CEO), a Head of Fundraising and Communication, an Office Manager, a Volunteer Coordinator, a Refurbishment Centre Manager and a Refurbishment Centre Apprentice. The Charity's Finance Manager is paid on a consultancy basis. All other staff associated with the Charity, including the Trustees, are volunteers.

The Trustees have agreed the appointment of a Midlands Refurbishment Centre Manager and Midlands Refurbishment Centre apprentice during 2022 in line with the growth of the charity outlined in the Five Year Strategic Plan.



## **TOOLS WITH A MISSION**

### **THE REPORT OF THE TRUSTEES**

#### **FOR THE YEAR ENDED 31 OCTOBER 2021**

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We are constantly aware of the need for training for our staff, paid and unpaid, with much of it provided on the job, alongside those currently engaged in the task. Some specialist training is carried out by outside training providers. Training requirements are identified by the Management Team under the leadership of the CEO, which then ensures that the appropriate action is taken.

Senior Management remuneration is agreed as part of the annual pay review by the Board of Trustees. Their decision is based on the recommendation of the Chair of the Board and on the review of the performance and meeting of measurable objectives set in the annual appraisal. A periodic review of data sources such as Charity Jobs supports this decision-making process.

#### **4.2 Transport**

Containers begin their journey to Africa from the Ipswich Refurbishment Centre and Head Office. The distribution of shipments, once they reach their destination is supervised by our in-country partners.

TWAM operates a fleet of five vans based in Ipswich, Coventry, Maidstone, Farnham and Redcar. All are staffed by volunteer drivers who carry out collections of donated tools and equipment.

#### **4.3 Cooperation with other organisations**

We consider it vital to cooperate with other organisations and to support people with learning difficulties and the long term unemployed through provision of volunteering opportunities.

TWAM remains in discussion with two UK based charities, one supplying IT equipment and the other educational books. It is hoped that they will provide equipment to applicants TWAM can no longer supply following the decision to stop sending books and reduce the number of computers we send to each group to a maximum of two. Discussions are also ongoing with both charities concerning their long-term involvement in the Zambia Training and Distribution Centre.

#### **4.4 Fundraising Activities**

Tools with a Mission relies predominantly on individual donor and church support. Our fundraising activities reflect this with our magazine TWAM News sent quarterly to approximately 3,500 people and groups. In addition, we make 3 appeals per year, usually to support specific financial needs within the charity.

Trust and corporate support are becoming increasingly important to TWAM. In particular this year we would like to acknowledge the generous and long-term support of the Aall Foundation. The Foundation fully funded three new vans in 2021 making a significant contribution to TWAMs ability to collect donated tools. We would also like to thank The Peter Stebbing Memorial Fund for a significant grant towards shipping.

We do a legacy appeal annually and receive many 'in-memory' gifts. Alternative gifts are available all year and prove very popular at Christmas, and a range of leaflets promotes our work across the UK.

Online and social media is an increasingly important communication tool and we send a supporter e-news monthly to approx. 2300 people. Our social media presence has seen significant development and growth with the appointment of our Fundraising and Communication apprentice.

Our complaints procedure is available on our website and during 2020-21 we received no complaints. We practice inspirational fundraising, seeking support through the recognition of the value for money, environmental responsibility and sustainability of the projects we support. We are compliant with the requirements of the General Data Protection Requirements and individuals can opt out from receiving fundraising communications from us.

#### **4.5 Patrons**

Our Patrons are Delia Smith and Tommy Walsh. We are most grateful to them for their support.

## TOOLS WITH A MISSION

### THE REPORT OF THE TRUSTEES

#### FOR THE YEAR ENDED 31 OCTOBER 2021

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##### 5. Principal Risks and Uncertainties

As a charity which derives the most significant part of its income from donations by the general public, the Board can never be certain about the level of income to be received and has therefore to manage expenses and overhead costs accordingly. To guard against an unforeseen shortfall in income, the charity maintains a reserve of £100,000 which the Board has judged adequate for the purpose.

The Board recognises that in sending tools overseas, it cannot have direct control over their distribution to applicants. To mitigate this risk, the charity works with local partner organisations or NGOs in each country, who oversee distribution on its behalf. The risk is further reduced through regular visits to recipients and partners by Board members, staff and volunteers from the UK. 2022 will also see a rigorous in-country impact assessment procedure begin.

The charity is heavily dependent upon the willingness and continued availability of volunteers to support its work. Accordingly, the ongoing availability and anticipated future need for volunteers is closely monitored to ensure sufficient numbers are available to permit its objectives to be realised.

##### 6. Conclusion

During 2020-2021 TWAM fulfilled and exceeded the objectives of the Five Year Strategic Plan. It also recorded its best ever financial year. The board wishes to recognise the work of the CEO, staff and volunteers in achieving this. They would also like to acknowledge the faithfulness of God in leading TWAM so clearly through this period of such great challenge.

This report shows that notwithstanding the level of uncertainty across society and the rising demands placed upon its operations, TWAM has at its heart an enormous group of loyal people, who are all prepared to get involved. We are deeply grateful to them all for without such a level of enthusiasm and support, TWAM would not exist.

##### 7. Statement as to disclosure to our auditors

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the Charity's auditor is unaware; and
- the Trustees, having made enquiries of fellow trustees and the Charity's auditor that they ought to have individually made, have each taken all steps that they are obliged to take as a trustee in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

##### ON BEHALF OF THE BOARD



Mr S Danks  
Trustee and Chairman

## **TOOLS WITH A MISSION**

### **STATEMENT OF TRUSTEE RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 OCTOBER 2021***

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The Trustees, who are also the directors of Tools with a Mission for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



# TOOLS WITH A MISSION

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF TOOLS WITH A MISSION

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#### Opinion

We have audited the financial statements of Tools with a Mission (the "Charitable Company") for the year ended 31 October 2021, which comprise the Statement of Financial Activities, the Balance Sheet, statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and the Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 October 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# TOOLS WITH A MISSION

## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF TOOLS WITH A MISSION

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### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' report has been prepared in accordance with applicable legal requirements.

### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept; or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

### Responsibilities of Trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud are, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The engagement partner has ensured that the audit team collectively had the required experience, knowledge and competence to perform the planned work and identify any relevant irregularities.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

In planning our audit, we identify and assess the risk of material misstatement within the financial statements, whether due to fraud or error. In assessing the risks, consideration is given to the control environment (including Trustees' and management's own processes for identification and risk assessment) as well as the nature of the entity, the industry in which it operates and the underlying performance. Consideration is also given to the attitudes and incentives of management to commit fraud, with specific procedures planned and performed to respond to the risk of inappropriate management override of controls.



## TOOLS WITH A MISSION

### INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF TOOLS WITH A MISSION

We also obtained an understanding of the applicable laws and regulations to which the charity must adhere, through discussions with management and those charged with governance, as well as commercial knowledge of the sector and statutory legislation, in order to determine the key laws and regulations applicable to the academy trust.

Our audit work included:

- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the rationale behind significant transactions outside the normal course of business.
- Assessment of key accounting estimates within the financial statements in order to assess their reasonableness to determine whether there is any bias in the estimates.
- Review of meeting minutes.
- Review of Internal Scrutiny reports.
- Enquiring of management and Trustees as to whether they are aware of any alleged, suspected or actual fraud during the year.

We also performed procedures to satisfy ourselves regarding the academy trust's compliance with applicable laws and regulations, including:

- Enquiry of Trustees, management and the entity's solicitors around actual and potential litigation and claims
- Reviewing correspondence with relevant legal authorities

All audit team members were made aware of the applicable laws and regulations, as well as potential fraud risks during the planning stage of the audit and this was discussed at the audit team planning meeting. It was therefore determined that team members all had the relevant awareness and competence to identify any instances of non-compliance or fraud.

There are, however, inherent limitations to our above audit procedures. Auditing standards only require us to enquire of the Trustees and management regarding non-compliance with laws and regulations, as well as review regulatory and legal correspondence (if there is any). It is therefore possible that instances of non-compliance could be missed, particularly where the law in itself is far removed from any financial transactions.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

#### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



**Helen Rumsey FCA (Senior Statutory Auditor)**

For and on behalf of Ensors Accountants LLP  
Connexions  
159 Princes Street  
Ipswich  
IP1 1QJ

Dated: 5 May 2022

## TOOLS WITH A MISSION

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 OCTOBER 2021

		Unrestricted funds	Restricted funds	Total 2021	Total 2020
	Notes	£	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies	3	348,494	90,316	438,810	406,872
Charitable activities	4	95,068	102,703	197,771	133,551
Investments	5	21	-	21	266
Other income	6	16,616	-	16,616	66,152
<b>Total income and endowments</b>		<b>460,199</b>	<b>193,019</b>	<b>653,218</b>	<b>606,841</b>
<b>Expenditure on:</b>					
Raising funds	7	30,171	-	30,171	39,628
Charitable activities	8	317,229	125,428	442,657	471,947
<b>Total resources expended</b>		<b>347,400</b>	<b>125,428</b>	<b>472,828</b>	<b>511,575</b>
Net gains on investments	9	10,115	-	10,115	661
<b>Net incoming/(outgoing) resources before transfers</b>		<b>122,914</b>	<b>67,591</b>	<b>190,505</b>	<b>95,927</b>
Transfers between funds		-	-	-	-
<b>Net incoming/(outgoing) resources</b>		<b>122,914</b>	<b>67,591</b>	<b>190,505</b>	<b>95,927</b>
Fund balances at 1 November 2020		556,171	65,065	621,236	525,309
<b>Fund balances at 31 October 2021</b>		<b>679,085</b>	<b>132,656</b>	<b>811,741</b>	<b>621,236</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 14 to 25 form part of these financial statements.

## TOOLS WITH A MISSION

### BALANCE SHEET

AS AT 31 OCTOBER 2021

		2021		2020	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	13		302,318		274,856
Investments	14		98,491		18,376
			400,809		293,232
<b>Current assets</b>					
Debtors	15	14,404		27,367	
Cash at bank and in hand		472,943		403,094	
		487,347		430,461	
<b>Creditors: amounts falling due within one year</b>	16	(76,415)		(102,457)	
Net current assets			410,932		328,004
<b>Total assets less current liabilities</b>			811,741		621,236
<b>Income funds</b>					
Restricted funds	18		132,656		65,065
Unrestricted funds	18		679,085		556,171
			811,741		621,236

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by Board of Trustees on 22/3/22 and were signed on its behalf by:

Mr S Danks

Trustee and Chairman

The notes on pages 14 to 25 form part of these financial statements.

Company Registration No. 05114575

**TOOLS WITH A MISSION**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

		2021		2020	
	Notes	£	£	£	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	24		183,344		139,906
<b>Cash flows from Investing activities</b>					
Purchase of tangible fixed assets		(48,516)		(17,163)	
Proceeds on disposal of tangible fixed assets		5,000		-	
(Purchase)/Disposal of investments		(70,000)		40,000	
Interest received		21		266	
			(113,495)		23,103
<b>Net Increase in cash and cash equivalents</b>			69,849		163,009
Cash and cash equivalents at the beginning of the year			403,094		240,085
<b>Cash and cash equivalents at the end of the year</b>			<b>472,943</b>		<b>403,094</b>

# TOOLS WITH A MISSION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 OCTOBER 2021

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#### 1 Accounting policies

##### Charity information

Tools with a Mission is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 2 Bailey Close, Hadleigh Road Industrial Estate, Ipswich, Suffolk, IP2 0UD.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with UK Generally Accepted Accounting Practice, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".

The accounts have been prepared under the historical cost convention, modified to include the revaluation of certain financial investments at fair value.

The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

##### 1.2 Going concern

In approving the accounts for the year ended 31 October 2021, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operation for the foreseeable future.

The Trustees believe that Tools with a Mission is in a strong position to weather the Coronavirus pandemic. The financial statements for the year show the charity to be financially sound. This solvency allows creditors to continue to be paid, whilst a low level of debtors, a continuing level of donations and high cash balances give the charity strong liquidity. Measures are in place to ensure TWAM remains financially viable throughout this crisis. These include enhanced monitoring of the budget and cashflow.

Accordingly, the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions imposed by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

##### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt, or if the charity has been notified of an impending distribution, the amount is known and receipt is expected. If the amount is not known the legacy is treated as a contingent asset.

Income from charitable activities is recognised on despatch of goods.



# TOOLS WITH A MISSION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 OCTOBER 2021

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#### **1 Accounting policies (Continued)**

##### **1.5 Resources expended**

Expenditure exclusive of VAT is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services.

##### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Fixed assets are capitalised where initial cost exceeds £1,000.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	50 years
Fixtures, fittings & equipment	5 years
Motor vehicles & plant	5 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

##### **1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

##### **1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### **1.9 Foreign currency**

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to the Statement of Financial Activities.

##### **1.10 Pensions**

The charity pays into a defined contribution pension scheme. The contributions payable are charged to the Statement of Financial Activities in the year that they are payable.

##### **1.11 Operating leases**

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

##### **1.12 Taxation**

The charity is exempt from corporation tax on charitable activities.

# TOOLS WITH A MISSION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 OCTOBER 2021

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#### 1 Accounting policies (Continued)

##### 1.13 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

##### 1.14 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.



## TOOLS WITH A MISSION

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 OCTOBER 2021

#### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Donations and gifts	316,407	90,316	406,723	327,525
Legacies receivable	32,087	-	32,087	79,347
	<u>348,494</u>	<u>90,316</u>	<u>438,810</u>	<u>406,872</u>
For the year ended 31 October 2020	371,077	35,795		406,872

#### 4 Charitable activities

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Sales within charitable activities	<u>95,068</u>	<u>102,703</u>	<u>197,771</u>	<u>133,551</u>
For the year ended 31 October 2020	76,097	57,454		133,551

#### 5 Investments

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Interest receivable	<u>21</u>	<u>-</u>	<u>21</u>	<u>266</u>
For the year ended 31 October 2020	266	-		266

**TOOLS WITH A MISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

**6 Other income**

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
COVID-19 grant	-	-	-	10,000
Babcock grant	500	-	500	500
VAT refund	-	-	-	43,141
Furlough grant	16,116	-	16,116	12,511
	<u>16,616</u>	<u>-</u>	<u>16,616</u>	<u>66,152</u>
<b>For the year ended 31 October 2020</b>	53,641	12,511	-	66,152

The Babcock apprentice grant represents a training grant. Furlough grant represents a government grant issued during the Coronavirus pandemic in order to cover 80% of wages for nominated furloughed employees.

**7 Raising funds**

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Publicity and fund raising	24,573	-	24,573	21,349
Regular mailings	5,598	-	5,598	18,279
	<u>30,171</u>	<u>-</u>	<u>30,171</u>	<u>39,628</u>
<b>For the year ended 31 October 2020</b>	39,628	-	-	39,628

## TOOLS WITH A MISSION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2021

8	Charitable activities	Unrestricted funds	Restricted funds	Total 2021	Total 2020
		£	£	£	£
	Staff costs (see note 11)	158,275	12,821	171,096	169,651
	Rent and rates	19,271	-	19,271	32,254
	Insurance	11,853	-	11,853	2,950
	Light and heat	10,013	-	10,013	11,533
	Postage and telephone	7,003	-	7,003	16,406
	Printing and stationery	2,873	-	2,873	4,036
	Sundries	4,326	-	4,326	2,674
	Tools, haberdashery purchases & refurbishment	15,169	-	15,169	30,098
	Carriage and packaging	5,535	-	5,535	4,004
	Vehicle fuel and servicing	23,757	-	23,757	25,872
	Premises repairs and renewals	5,456	-	5,456	5,695
	Cleaning and trade refuse	3,590	-	3,590	3,829
	Scholar packs	-	1,034	1,034	17
	Overseas freight	4,623	102,704	107,327	67,646
	Travelling	598	-	598	5,422
	Legal and professional charges	12,098	-	12,098	18,025
	Audit and accountancy fees	5,421	-	5,421	9,650
	Health and safety	6,976	-	6,976	8,403
	Depreciation	12,183	8,869	21,052	28,413
	Profit or loss on disposal	(5,000)	-	(5,000)	-
	Bank charges	3,355	-	3,355	3,460
	In country development costs	9,854	-	9,854	21,909
		<u>317,229</u>	<u>125,428</u>	<u>442,657</u>	<u>471,947</u>
	<b>For the year ended 31 October 2020</b>	<b>375,320</b>	<b>96,627</b>		<b>471,947</b>
9	Net gains on investments	Unrestricted funds	Restricted funds	Total 2021	Total 2020
		£	£	£	£
	Gain on listed investments	<u>10,115</u>	<u>-</u>	<u>10,115</u>	<u>661</u>
	<b>For the year ended 31 October 2020</b>	<b>661</b>	<b>-</b>		<b>661</b>

## TOOLS WITH A MISSION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2021

10 Net incoming/(outgoing) resources	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>This is stated after charging:</b>				
Depreciation	12,183	8,869	21,052	28,413
Fees payable to the Charity's auditors for the audit of the Charity's financial statements	5,400	-	5,400	5,200
<b>11 Staff costs</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Wages and salaries	140,587	12,210	152,797	147,610
Social security costs	9,843	-	9,843	10,121
Pension costs	6,771	611	7,382	9,643
Staff recruitment costs	61	-	61	-
Staff training	1,013	-	1,013	2,277
	<u>158,275</u>	<u>12,821</u>	<u>171,096</u>	<u>169,651</u>

The average number of staff during the year was 6 (2020: 6). No employees have emoluments over £60,000.

The remuneration of key management personnel was £52,987 (2020: £53,379).

#### 12 Trustees' emoluments

Trustees received no remuneration during 2021 or 2020. There were payments made to two (2020: one) Trustees during the year for reimbursement of out of pocket expenses of £77 (2020: £782).

Premiums of £nil (2020: £nil) have been paid in respect of Trustee Indemnity Insurance.

**TOOLS WITH A MISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

**13 Tangible fixed assets**

	Land and buildings	Motor vehicles & plant	Fixtures, fittings & equipment	Total
Cost	£	£	£	£
At 1 November 2020	331,111	78,702	47,189	457,002
Additions	-	44,080	4,436	48,516
Disposals	-	(19,482)	-	(19,482)
At 31 October 2021	331,111	103,300	51,625	486,036
<b>Depreciation and impairment</b>				
At 1 November 2020	88,450	66,194	27,502	182,146
Depreciation charged in the year	6,622	7,538	6,892	21,052
Eliminated on disposals	-	(19,480)	-	(19,480)
At 31 October 2021	95,072	54,252	34,394	183,718
<b>Carrying amount</b>				
At 31 October 2021	236,039	49,048	17,231	302,318
At 31 October 2020	242,661	12,508	19,687	274,856

**14 Investments**

	2021	2020
	£	£
CCLA Pooled Investment Funds – Market value	98,491	18,376
-- Historical cost	80,000	10,000
		£
Value as at 1 November 2020		18,376
Additions		70,000
Change in market value		10,115
Value as at 31 October 2021		98,491

**TOOLS WITH A MISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

**15 Debtors: amounts falling due within one year**

	2021	2020
	£	£
Gift aid	7,648	7,464
Prepayments and accrued income	6,756	19,903
	<u>14,404</u>	<u>27,367</u>

**16 Creditors: amounts falling due within one year**

	2021	2020
	£	£
Taxation and social security	3,805	3,351
Other creditors	13,193	7,584
Accruals	5,933	12,547
Deferred freight income	53,484	78,975
	<u>76,415</u>	<u>102,457</u>

**17 Deferred Income**

	Balance at 1 Nov 2020 £	Deposits received £	Released to income £	Balance at 31 Oct 2021 £
Charitable activities	<u>78,975</u>	<u>77,213</u>	<u>(102,704)</u>	<u>53,484</u>

Income received for the shipment of goods to Africa deferred and recognised in the period to which it relates.

**TOOLS WITH A MISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

**18 Movement in funds**

	<b>At 1 November 2020</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers</b>	<b>At 31 October 2021</b>
<b>Unrestricted funds</b>					
General fund	556,171	470,314	(347,400)	-	679,085
<b>Restricted funds</b>					
Overseas freight	-	102,704	(102,704)	-	-
Van appeal	35,292	83,536	(7,538)	-	111,290
Boiler	3,999	-	(1,330)	-	2,669
Scholarship packs	1,034	-	(1,034)	-	-
Sheldon appeal	24,740	6,779	(12,822)	-	18,697
	65,065	193,019	(125,428)	-	132,656
<b>Total funds</b>	621,236	663,333	(472,828)	-	811,741
	<b>At 1 November 2019</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers</b>	<b>At 31 October 2020</b>
<b>Unrestricted funds</b>					
General fund	499,253	471,866	(414,948)	-	556,171
<b>Restricted funds</b>					
Overseas freight	-	57,454	(57,454)	-	-
Van appeal	20,230	29,876	(14,814)	-	35,292
Boiler	5,330	-	(1,331)	-	3,999
Scholarship packs	496	557	(19)	-	1,034
Furlough income	-	12,511	(12,511)	-	-
Sheldon appeal	-	35,238	(10,498)	-	24,740
	26,056	135,636	(96,627)	-	65,065
<b>Total Funds</b>	525,309	607,502	(511,575)	-	621,236

The overseas freight fund is money that has been paid by recipients and third party charities towards the cost of shipment of tools overseas.

The van appeal fund represents funds raised in order to replace a number of the charity's fleet of vans. 6 new vans have been purchased over the last 5 years. The fund balance does not represent the cash available, as much of this has already been spent. The remainder of the funds contribute towards the depreciation, running and maintenance costs of the new vans.

The boiler fund is used to fund the purchase and running costs of a new boiler.

Sheldon appeal is used to cover the costs of the new full time warehouse employee.



**TOOLS WITH A MISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

**19 Analysis of net assets between funds**

	Unrestricted	Restricted	Total
	£	£	£
Fund balances at 31 October 2021 are represented by:			
Tangible fixed assets	250,606	51,712	302,318
Fixed asset investments	98,491	-	98,491
Current assets/(liabilities)	329,988	80,944	410,932
	<u>679,085</u>	<u>132,656</u>	<u>811,741</u>
Fund balances at 31 October 2020 are represented by:			
Tangible assets	258,351	16,505	274,856
Fixed asset investments	18,376	-	18,376
Current assets/(liabilities)	279,444	48,560	328,004
	<u>556,171</u>	<u>65,065</u>	<u>621,236</u>

**20 Related party transactions**

Donations received from Trustees and their immediate family members totalled £1,040 in 2021 (2020: £1,357).

**21 Commitments**

At the reporting date the charity has commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021	2020
	£	£
Within one year	<u>5,500</u>	<u>6,750</u>

At the reporting date the charity had capital commitments totalling £nil (2020: £nil).

**22 Guarantee**

The charity is a company limited by guarantee; in the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**23 Retirement benefit schemes**

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

**TOOLS WITH A MISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

**24 Cash generated from operations**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Surplus/(Deficit) for the year	190,505	95,927
<u>Adjustments for:</u>		
Investment income recognised in statement of financial activities	(21)	(266)
Fair value gains and (losses) on investments	(10,115)	(661)
Depreciation and impairment of tangible fixed assets	21,052	28,413
Gain on disposal of tangible fixed assets	(5,000)	-
<u>Movements in working capital:</u>		
(Increase) / decrease in debtors	12,963	(3,021)
Increase / (decrease) in creditors	(26,040)	19,514
<b>Cash generated from operations</b>	<b>183,344</b>	<b>139,906</b>